Federal Business Opportunities (FedBizOpps-FBO)

FBO Vendors Guide

(FBO Release 2.0)

1 July 2002

GSA Federal Supply Service (FSS) FedBizOpps Program Office

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Introduction

As of January 1, 2002, the Federal Business Opportunities (FedBizOpps/FBO) system has been the single government point-of-entry (GPE) for Federal government procurement notices over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community. The system also provides the opportunity for vendors to receive email notification of postings relevant to their business.

To obtain access to the FedBizOpps System, type "www.fedbizopps.gov" in the address bar of your web browser. Then, press the "Enter" key on your keyboard, and the following screen is displayed:



Figure 1: FedBizOpps Home Page

Vendors do not need to register, nor do they require a username and password, to begin using FedBizOpps. Please do not fill out the "Registration Form for Federal Users", as this applies to federal contracting officers, not vendors.

For vendors, the FedBizOpps system provides:

- The ability to browse active procurement notices by Posted Date, Classification Code, Set-Aside Type, as well as awards, for a particular Agency/Office/Location.
- 2. The ability to search for procurement notices through the use of the FBO Synopsis/Awards search page.
- An Email Notification Service (Vendors Notification Service), which allows vendors to receive daily email notifications of procurement notices by Agency/Office/Location, Procurement Classification Code, Set-Aside Type, or Place of Performance Zip Code.

- 4. An Interested Vendors Module (Bidder's List) to promote teaming opportunities for vendors.
- 5. An FBO Datafeed File, which provides daily posting data in html format.

Please Note: Vendors should not use the "Buyers" button. The FedBizOpps Buyers button requires a username and password and is for contracting officers only. Vendors will not be able to use the Buyers module.

Before using the FedBizOpps system to look for Federal procurement notices, please ensure you have an HTML 4 Compliant Browser or better (Netscape Communicator 4.0, Microsoft Internet Explorer 4.0, or AOL version 4.0, etc.)

A. Active Procurement Opportunities

The FedBizOpps system provides vendors with the ability to view active procurement notices by Posted Date, Classification Code, Set-Aside Type, as well as the ability to view active awards for a particular Agency/Office/Location.

To browse active postings, go to www.fedbizopps.gov and click on "Vendors".



Figure 2: FedBizOpps for Vendors

You can browse active postings for a particular agency by the agency acronym (using the dropdown box) or by a listing of agencies in alphabetical order. If you would like to view a list of all agencies, click on "All".



Figure 3: Agency List

Each agency will be listed along with links to Offices, Posted Dates, Class Code, Award, and Set Aside.

Clicking on the "Offices" link for a particular agency will allow you to view active postings for a particular office within an agency. You can then drilldown even further by clicking on the "Locations" link within an office to view the active postings for a particular location within the office of an agency.

To view the active postings for a particular agency, click on "Posted Dates" next to the agency name. In this scenario, we will view the active postings for the Department of the Treasury. Click on "Posted Dates" next to the Department of Treasury listing.



Figure 4: Department of Treasury Active Postings

All of the active postings for this agency are listed here starting with the most current posting date. Each listing provides:

- Agency, Office and Location that posted the procurement notice.
- Date Posted
- Type of notice posted (Synopsis, Modification, Solicitation, etc.)
- Classification Code
- Title
- Solicitation or Reference Number

You can also view active postings by Classification Code or Set Aside Type. Clicking on "Class Code" will display the active postings in order by classification code, while clicking on "Set Aside" will display the active postings in order by set aside type.

To view the actual posting, click on the highlighted link for the opportunity. In this case, click on the highlighted link for "Synopsis".

Browse Active Postings Vendors Federal Business Opportunities Department of the Treasury Business Opportunities Office: Bureau of Engraving and Printing (BEP) Location: Office of Procurement Solicitation number: BEP-01-04 Title: 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH Synopsis - Posted on Nov 02, 2000 Solicitation - Posted on Dec 25, 2000 Amendment 01 - Posted on Jan 04, 2001 Amendment 02 - Posted on Jan 11, 2001

Figure 5: Listing Page

Register to Receive Notification

Clicking on "Synopsis" will bring you to the listing page for this solicitation number. The listing page lists everything posted to a particular solicitation number. In this case, a synopsis, solicitation, and two amendments have been posted to this solicitation number. To view any of these postings, click on the highlighted link. It is recommend that you first view the synopsis, as this gives a basic description of the opportunity, along with point of contact information. Click on the highlighted link for "Synopsis".

Please Note:

- Presolicitation Notices, Special Notices, Sources Sought Notices, Foreign Government Standards, and Sale of Surplus Property will all be listed as "Synopsis".
- Modifications will be listed as "Modification".
- The Combined Synopsis/Solicitation will be listed as "Combine Synopsis/Solicitation".
- Uploaded documents will be listed as "Solicitation", "Amendment", or a header chosen by the contracting officer, such as "Response to Questions".
- Modifications are used to "modify" synopses, whereas amendments are used to "amend" solicitation packages. The combined synopsis/solicitation is used when the procurement is announced and issued at the same time.



68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH

. Solicitation - Posted on Dec 25, 2000

• Amendment 01 - Posted on Jan 04, 2001

• Amendment 02 - Posted on Jan 11, 2001

General Information

Document Type: Presolicitation Notice

Solicitation Number: BEP-01-04
Posted Date: Nov 02, 2000
Original Response Date: Jan 18, 2001
Current Response Date: Jan 18, 2001

Original Archive Date: Current Archive Date:

Classification Code: 68 -- Chemicals & chemical products

Contracting Office Address

Department of the Treasury, Bureau of Engraving and Printing (BEP), Office of Procurement, 14th & C. Streets, S.W., Washington, DC 20228

Figure 6: Synopsis

Description

The Bureau of Engraving & Printing (BEP) has a requirement for Non-heatset Sheet-fed Intaglio Green and Black Cylinde-wipe Inks and Varnish suitable for use in printing U.S. currency by sheet-fed presses at the Bureau's facilities in Washington, D.C. an A fixed-price indefinite delivery/indefinite quantity type contract is anticipated encompassing a base period of twelve months with four (4) twelve month option periods. The combined estimated quantity in the base period for Washington, D.C. and Ft. Worth, Texas is as follows: Green Ink: 3,317,154 pounds, Black Ink: 1,653,418 pounds, and Varnish: 286,381 pounds. The estimated quantities for all Option Periods is expected to remain unchanged from that of the base period. This procurement will be negotiated and awarded according to the procedures set forth in the Federal Acquisition Regulation (FAR) Part 12. Offerors will be requested to submit a material sample with their offer for test and evaluation. The source selection decision will be based upon overall best value to the BEP, price and non-price factors considered. It is anticipated that a solicitation will be issued on or before December 4, 2000. A forty-five (45) day response time is planned. Contract award is planned for August 15, 2001. BEP is posting this announcement, as well as, the final solicitation on GSA_s Federal Business Opportunities website (formally know as EPS) at http://www.eps.gov. Interested offerors are encouraged to register for FedBiz_s electronic notification for issuance of the final solicitation, amendments and/or changes to this notice. Offerors may also provide an e-mail address to the Bureau to receive electronic notification. Questions regarding this procurement should be addressed to Larry McCain on (202) 874-0133 or e-mailed to larry mccain@bep.treas.gov.

Original Point of Contact

Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email larry.mccain@bep.treas.gov

Email your questions to Larry McCain at larry.mccain@bep.treas.gov

Current Point of Contact

Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email larry.mccain@bep.treas.gov

Email your questions to Larry McCain at larry mccain@bep.treas.gov

Register to Receive Notification

Figure 7: Synopsis

The "Register to Receive Notification" button ties into our Vendor Notification Service, which is discussed in Section III of this user's guide.

The "Register as Interested Vendor" button ties into our Interested Vendors Module, which is discussed in Section IV of this user's guide.

There is also a link to "Numbered Notes". Numbered Notes are Footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements. If a Numbered Note is included in the description of a notice, the note referred to must be read as part of the posted notice.

Postings with the header of "Solicitation" or "Amendment" indicate documents uploaded to the solicitation number. To view the uploaded document(s), click on the highlighted link for "Solicitation", "Amendment 01", or "Amendment 02".

68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH **BEP-01-04** The complete result set of Active or Archived postings is available from the Search FBO Posts Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document. If you have any questions, please contact Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email larry.mccain@bep.treas.gov If you need document viewers, please try the following Document Viewer List Solicitation (Posted on Dec 25, 2000) Description Size(KB) File Format 183413 Attachment A 595020 Attachment B pdf 69716 Attachment C Attachment D 102545 pdf Attachment E 37931 pdf

Figure 8: Attachments Page

Browse Active Postings Amendment 01 (Posted on Jan 04, 2001) Description Size(KB) File Format 60559 Amendment 001 rtf All Files 8532 Zip Compression Amendment 02 (Posted on Jan 11, 2001) Description Size(KB) File Format Amendment 002 86409 rtf All Files 14502 Zip Compression Register to Receive Notification [Home] [SEARCH synopses] [Procurement Reference Library] The complete result set of Active or Archived postings is available from the Search FBO Posts

Figure 9: Attachments Page

Clicking on "Solicitation", "Amendment 01", or "Amendment 02" will bring you to the attachments page for this solicitation number. The attachments page lists all of the documents uploaded to a particular solicitation number. Each document listing includes:

- Document Description
- File Size
- File Type

To view a particular document, click on the highlighted link in the "Description" field. You can view, download, and print these documents directly from the FedBizOpps site.

A zip compression file has also been provided for the convenience of vendors. To download the zip file, click on the highlighted link for "All Files". This is a zip compression file of all of the documents in a particular upload, that is, all of the documents listed immediately above the zip file. By clicking on "All Files" under "Solicitation", you will download a zip compression file of the 14 files uploaded to the header "Solicitation".

On each attachments page, there is a link to the "Document Viewer List". If you find that you cannot open a file because your computer does not recognize the file type, please refer to the document viewer list to obtain the necessary software.

Any specific questions regarding a procurement notice should be directed to the point of contact listed in the synopsis, unless other contact information is indicated.

B. Active Awards



Figure 10: Agency List

To view the active awards for a particular agency, click on "Award" next to the agency name. In this scenario, we will view the active awards for the Department of the Treasury. Click on "Award" next to the Department of Treasury listing.

Please Note: The "Award" button will only pull up active awards. Archived awards can be accessed via the Synopsis/Awards Search page as described in Section II of this user's guide.

Browse Active Postings Vendors Federal Business Opportunities 🖈 Find Business Opportunity 💯 ★ Vendors Links **Synopses of Contract Awards** ARNET Home Page Vendors Feedback Email ▶ Vendors Notification Service Agency Postings | Posted Date | Class code | Award | Set Aside Vendors User Guide Recent Postings:7 Post by Agencies ► All Agency Postings ► DoD Positngs Feb 10, 2000 Contact Information Agency: Department of the Treasury ▶ Email: fbo.support@gsa.gov Phone: 877-472-3779 (Toll Free) Office:Federal Law Enforcement Training Center (FLETC) Location: Administrative Division (AAD) →Posted:Feb 10, 2000 Type: <u>Award</u> Title:TWO FULLY BAFFLED OUTDOOR FIREARMS RANGES Award Number:Tftc-00-A01 ★ FedBizOpps Home ▶ FedBizOpps Home ▶ FedBizOpps Buyers Dec 29, 1999 Agency: Department of the Treasury Office:Federal Law Enforcement Training Center (FLETC) Location: Procurement Division →Posted: Dec 29, 1999 Type: Award Title: REPAIR/REROOF PORTIONS OF BLDG 252, FLETC, GLYNCO, GA 31524 Award Number: Tftc00-02

Figure 11: Department of Treasury Active Awards

Click on the highlighted link for "Award" to view the award notice.

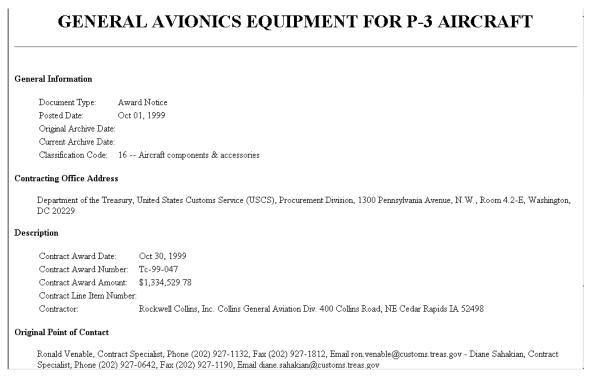


Figure 12: Award Notic

The FedBizOpps system includes an extensive search capability.



Figure 13: FedBizOpps Home Page

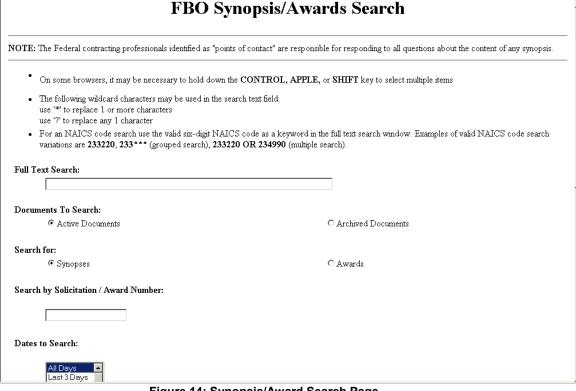


Figure 14: Synopsis/Award Search Page

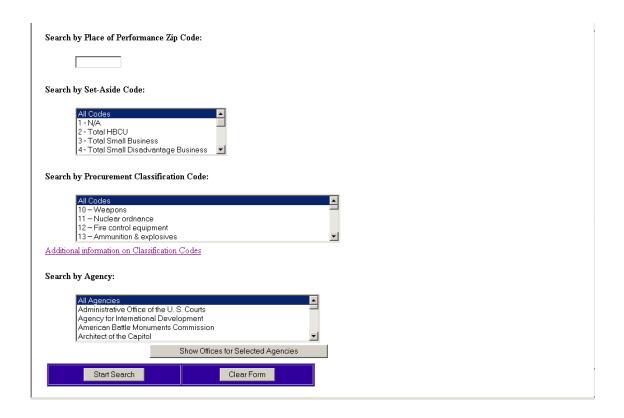


Figure 15: Synopsis/Award Search Page

The search page allows you to search by **ONE** or **MORE** of the following search criteria:

- Keyword Search
- Active or Archived Documents
- Synopses or Awards
- Solicitation or Award Number
- Date
- Set-Aside Code
- Procurement Classification Code
- Agency/Office/Location

The following wildcard characters may be used when using the search capability:

Use "*" to replace one or more characters; Use "?" to replace any one character.

A. Full Text Search Field

The Full Text Search field supports keyword searches and boolean search strings using AND, OR, and parenthetical grouping.

To search for notices including the word "maintenance", enter "maintenance" into the full text search field.

Please Note: You can enter keywords without quotation marks, but the search results may contain a broader range of information. Without quotation marks surrounding the keyword, the full text search field will look for root words of the word entered, as well as the word you entered. If you are looking specifically for the word "maintenance", we recommend that you enter the keyword with quotation marks.

To search for notices including the words "information technology", enter "information technology" or "information" AND "technology" into the full text search field.

To search for notices including the words "transportation" or "railroad", enter "transportation" OR "railroad" into the full text search field.

To search for "information technology" or "transportation", enter "**information technology**" OR "**transportation**" into the full text search field.

B. Documents to Search

Vendors can search the active or archived documents database. Generally, active documents are those procurement opportunities that are still "active", whereas archived documents are those that are no longer active.

Please note that the archiving policy is set by the contracting officer. The notice may be unarchived by a contracting officer in the event that the response date has changed and/or new information needs to be posted to the notice.

C. Synopses or Awards

Vendors can search for synopses or awards by selecting the appropriate radio button.

D. Solicitation or Award Number

Vendors can search by complete or partial solicitation or award number, if the vendor has been provided this information.

E. Dates to Search

Vendors can search by date periods. A timeframe ranging from the "last 3 days" to "8 weeks" can be specified. If searching for more than 8 days of postings, the default, "all days", should be used.

F. Place of Performance Zip Code

Vendors can choose to search by place of performance zip code. Examples of valid zip code search variations are **22000** and **22*** (grouped search).

Please Note: To search for notices in state or geographic areas, we recommend using the full text search field. To search for opportunities in Virginia regarding transportation, a valid search entry in the full text search field would be **"transportation" AND "Virginia"**.

G. Set-Aside Code

Vendors can choose to search by a particular set-aside code, or by multiple set-aside codes. To select multiple set-aside codes, click on a set-aside code to highlight and select it, then press the "Ctrl" key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple set-aside codes, please make sure that the "All Codes" selection is not highlighted.

H. Procurement Classification Code

The FedBizOpps system uses Federal Supply Classification codes.

Vendors can choose to search by a particular classification code, or by multiple classification codes. To select multiple classification codes, click on a classification code to highlight and select it, then press the "Ctrl" key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple classification codes, please make sure that the "All Codes" selection is not highlighted.

Additional information on Federal Supply Classification codes can be found at the following site:

http://www.thertg.com/secrc/fsc-codes/fsc.html

Please Note: Searches for NAICS codes should be completed using the full text search field. For an NAICS code search, use the valid six-digit NAICS code as a keyword in the full text search window. Examples of valid NAICS code search variations are 233220, 233*** (grouped search), 233220 OR 234990 (multiple search).

I. Agency

Vendors can choose to search by a particular agency, or by multiple agencies. To select multiple agencies, click on an agency to highlight and select it, then press the "Ctrl" key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple agencies, please make sure that the "All Agencies" selection is not highlighted.

Vendors can also search by a particular agency's office, or location. To search by a particular office within an agency, **highlight the agency** and click on "**Show Offices for Selected Agency**".

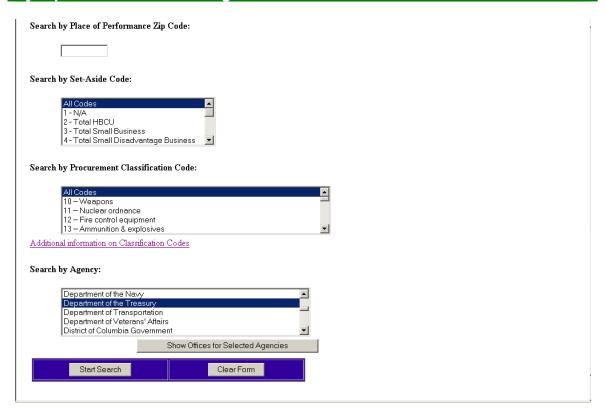


Figure 16: Search by Agency

This will give you a list of offices within that agency. Please note that you can only specify an office search within one agency. This capability will not allow you to search for postings by particular offices within multiple agencies.

You can drill your search down further by selecting a specific location within an office. To search by a particular location within an office, highlight the office and click on "Show Locations for Selected Office".

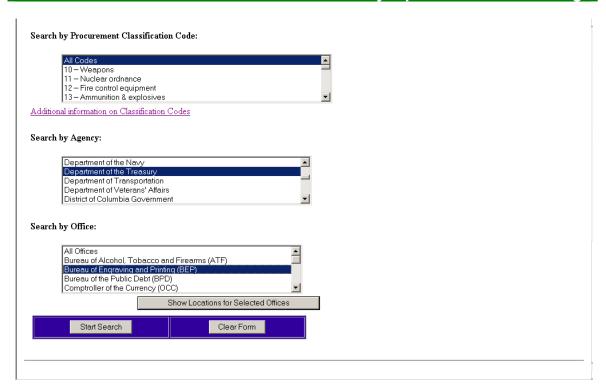


Figure 17: Search by Agency/Office

This will give you a list of locations within that office. Please note that you can only specify a location search within one office. This capability will not allow you to search for postings by particular locations within multiple offices.

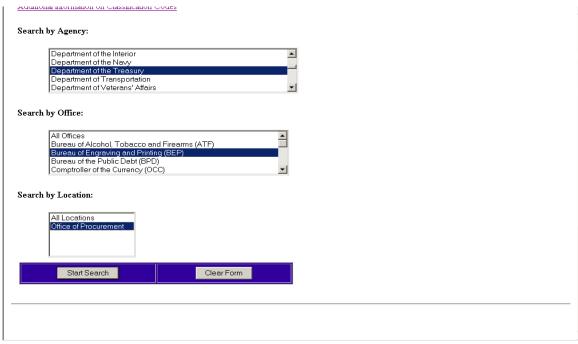


Figure 18: Search by Agency/Office/Location

Once you have filled in the appropriate criteria, click on "Start Search" to execute the search.



Figure 19: Search Results Page

To view the actual posting, click on the highlighted link for the opportunity. In this case, click on the highlighted link for "Synopsis".



Figure 20: Listing Page

Clicking on "Synopsis" will bring you to the listing page for this solicitation number. The listing page lists everything posted to a particular solicitation number. In this case, a synopsis, solicitation, and two amendments have been posted to this solicitation number. To view any of these postings, click on the highlighted link. It is recommend that you first view the synopsis, as this gives a basic description of the opportunity, along with point of contact information. Click on the highlighted link for "Synopsis".

Please Note:

- Presolicitation Notices, Special Notices, Sources Sought Notices, Foreign Government Standards, and Sale of Surplus Property will all be listed as "Synopsis".
- Modifications will be listed as "Modification".
- The Combined Synopsis/Solicitation will be listed as "Combine Synopsis/Solicitation".
- Uploaded documents will be listed as "Solicitation", "Amendment", or a header chosen by the contracting officer, such as "Response to Questions".
- Modifications are used to "modify" synopses, whereas amendments are used to "amend" solicitation packages. The combined synopsis/solicitation is used when the procurement is announced and issued at the same time.



68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH

• Solicitation - Posted on Dec 25, 2000

Amendment 01 - Posted on Jan 04, 2001
 Amendment 02 - Posted on Jan 11, 2001

General Information

Document Type: Presolicitation Notice Solicitation Number: BEP-01-04 Posted Date: Nov 02, 2000 Original Response Date: Jan 18, 2001 Current Response Date: Jan 18, 2001

Original Archive Date: Current Archive Date:

Classification Code: 68 -- Chemicals & chemical products

Contracting Office Address

Department of the Treasury, Bureau of Engraving and Printing (BEP), Office of Procurement, 14th & C. Streets, S.W., Washington, DC 20228

Figure 21: Synopsis

Description

The Bureau of Engraving & Printing (BEP) has a requirement for Non-heatset Sheet-fed Intaglio Green and Black Cylinde-wipe Inks and Varnish suitable for use in printing U.S. currency by sheet-fed presses at the Bureau's facilities in Washington, D.C. an A fixed-price indefinite delivery/indefinite quantity type contract is anticipated encompassing a base period of twelve months with four (4) twelve month option periods. The combined estimated quantity in the base period for Washington, D.C. and Ft. Worth, Texas is as follows: Green Ink: 3,317,154 pounds, Black Ink: 1,653,418 pounds, and Varnish: 286,381 pounds. The estimated quantities for all Option Periods is expected to remain unchanged from that of the base period. This procurement will be negotiated and awarded according to the procedures set forth in the Federal Acquisition Regulation (FAR) Part 12. Offerors will be requested to submit a material sample with their offer for test and evaluation. The source selection decision will be based upon overall best value to the BEP, price and non-price factors considered. It is anticipated that a solicitation will be issued on or before December 4, 2000. A forty-five (45) day response time is planned. Contract award is planned for August 15, 2001. BEP is posting this announcement, as well as, the final solicitation on GSA_s Federal Business Opportunities website (formally know as EPS) at http://www.eps.gov. Interested offerors are encouraged to register for FedBiz_s electronic notification for issuance of the final solicitation, amendments and/or changes to this notice. Offerors may also provide an e-mail address to the Bureau to receive electronic notification. Questions regarding this procurement should be addressed to Larry McCain on (202) 874-0133 or e-mailed to larry.mccain@bep.treas.gov.

Original Point of Contact

Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email larry.mccain@bep.treas.gov

Email your questions to Larry McCain at larry.mccain@bep.treas.gov

Current Point of Contact

Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email larry.mccain@bep.treas.gov

Email your questions to Larry McCain at larry.mccain@bep.treas.gov

Register to Receive Notification

Government-wide Numbered Notes

You may return to Business Opportunities at:

Figure 22: Synopsis

The "Register to Receive Notification" button ties into our Vendor Notification Service, which is discussed in Section III of this user's guide.

The "Register as Interested Vendor" button ties into our Interested Vendors Module, which is discussed in Section IV of this user's guide.

There is also a link to "Numbered Notes". Numbered Notes are Footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements. If a Numbered Note is included in the description of a notice, the note referred to must be read as part of the posted notice.

Postings with the header of "Solicitation" or "Amendment" indicate documents uploaded to the solicitation number. To view the uploaded document(s), click on the highlighted link for "Solicitation", "Amendment 01", or "Amendment 02".

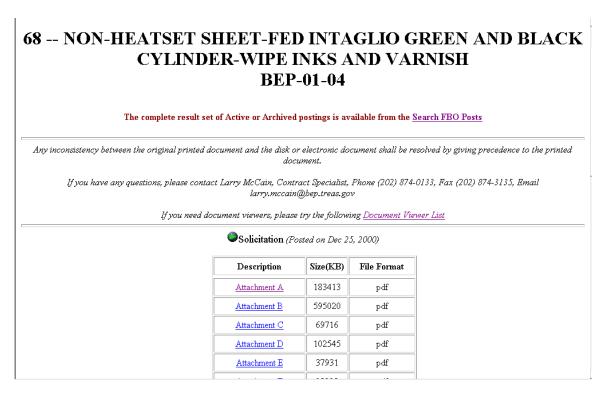


Figure 23: Attachments Page

Clicking on "Solicitation", "Amendment 01", or "Amendment 02" will bring you to the attachments page for this solicitation number. The attachments page lists all of the documents uploaded to a particular solicitation number. Each document listing includes:

- Document Description
- File Size
- File Type

To view a particular document, click on the highlighted link in the "Description" field. You can view,download, and print these documents directly from the FedBizOpps site.

A zip compression file has also been provided for the convenience of vendors. To download the zip file, click on the highlighted link for "All Files". This is a zip compression file of all of the documents in a particular upload, that is, all of the documents listed immediately above the zip file. By clicking on "All Files" under "Solicitation", you will download a zip compression file of the 14 files uploaded to the header "Solicitation".

On each attachments page, there is a link to the "Document Viewer List". If you find that you cannot open a file because your computer does not recognize the file type, please refer to the document viewer list to obtain the necessary software.

Any specific questions regarding a procurement notice should be directed to the point of contact listed in the synopsis, unless other contact information is indicated.

The FedBizOpps system includes an email notification service. This service allows vendors to fill out a subscription form in order to receive email notification when notices are posted to FedBizOpps that fit a particular agency/office/location, procurement classification code, set-aside type, or place of performance zip code.

Please Note: The Vendor Notification Service does not register vendors to receive a solicitation package from the contracting officer, nor does it place the vendor's information on a bidder's or interested vendor's list. This service only registers a vendor to receive email notification of new postings to FedBizOpps that fit the criteria selected by the vendor. The Interest Vendors Module is discussed in Section IV of this user's guide.



Figure 24: FedBizOpps Home Page

To register for the Vendor Notification Service, go to <u>www.fedbizopps.gov</u> and click on **"Vendor Notification Service"**.

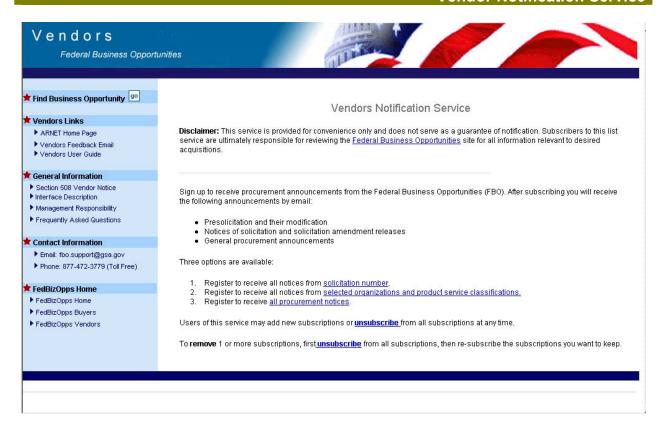


Figure 25: Vendor Notification Service

The Vendor Notification Service will send out email notifications for synopses, modifications, and uploaded documents (solicitations, amendments, etc.).

Please Note: This service will not send out notification emails for awards.

You can register to receive notification for:

- Particular solicitation numbers
- Selected organizations and product service classifications
- All notices

We recommend that you choose option # 2, as this will assist you in narrowing the number of listings you receive from the notification service. Due to the number of postings on any given day, option #3 may be too much information and may not be supported by some email systems.

Click on option #2 "Register to receive all notices from selected organizations and product service classifications".

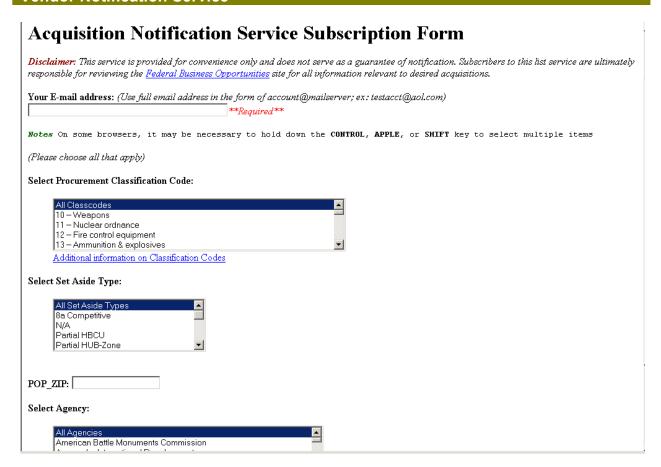


Figure 26: Vendor Notification Service Subscription Form

To subscribe, enter your email address and select any applicable criteria for which you would like to be notified of new postings.

Please Note: The Vendor Notification Service is case sensitive. If you ever need to unsubscribe, you will need to enter your email address EXACTLY as it was entered.

A. Procurement Classification Code

The FedBizOpps system uses Federal Supply Classification codes.

Vendors can choose to receive notification emails for a particular classification code, or by multiple classification codes. To select multiple codes, click on a code to highlight and select it, then press the "Ctrl" key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple classification codes, please make sure that the "All Codes" selection is not highlighted.

Additional information on Federal Supply Classification codes can be found at the following site:

http://www.thertg.com/secrc/fsc-codes/fsc.html

B. Set-Aside Type

Vendors can restrict their email notifications to notices posted for a particular set-aside type. To select multiple set-aside codes, click on a code to highlight and select it, then press the "Ctrl" key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple classification set-aside codes, please make sure that the "All Codes" selection is not highlighted.

As contracting officers do not always indicate set-asides in their postings, you may want to leave this field set as the default "All Set Aside Types".

C. Place of Performance Zip Code

Vendors can restrict their email notifications to notices posted with a place of performance zip code. Please be advised that this will restrict the email notifications to only those postings with this zip code indicated in the place of performance zip code field. As many contracting officers do not indicate the place of performance zip code, you may want to leave this field blank.

D. Agency

Vendors can choose to receive notification emails for a particular agency, or for multiple agencies. To select multiple agencies, click on an agency to highlight and select it, then press the "Ctrl" key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple agencies, please make sure that the "All Agencies" selection is not highlighted.

Vendors can also receive email notifications for a particular agency's office, or location. For a particular office within an agency, highlight the agency and click on "Show Offices for Selected Agency". This will give you a list of offices within that agency. Please note that if you would like to receive email notification for postings by particular offices within multiple agencies, you will need to subscribe multiple times.

You can narrow your email notifications by subscribing for notification emails from particular locations within an office. To receive notification emails for a particular location within an office, highlight the office and click on "Show Locations for Selected Office". This will give you a list of locations within that office. Please note that if you would like to receive email notification for postings by particular locations within multiple offices, you will need to subscribe multiple times.

Once you have filled in the appropriate criteria, click on "Subscribe to Mailing List".



Acquisition Notification Subscription Result

Your E-mail address none@dev.null has been added to the followings Acquisition Notification mailing lists.

Place Of Performance zip: Not Specified

| Classification Codes | Set Aside Codes | Agencies |
|----------------------|---------------------|--------------|
| All Classcodes | All Set Aside Types | All Agencies |

Return to:

Federal Business Opportunities Home Page Vendor Registration Home Page

Figure 27: Confirmation

Your next screen will provide registration confirmation. Please note what you have registered for, as the system will not allow you to check your registration. If you need to check your registration, please contact the FedBizOpps help desk at 877-472-3779 or fbo.support@gsa.gov.

You can add subscription criteria to your email notification registration by using the subscription form shown in Figure 26. If you need to remove subscription criteria, you will need to unsubscribe and then subscribe again to the appropriate criteria. To unsubscribe, go to www.fedbizopps.gov and click on "Vendor Notification Service". Then click on "unsubscribe".

```
notifier@smtp.eps.gov on 06/12/2002 03:00 AM AST
From:
To:
         eps.support@gsa.gov
Subject: FBO posting update
The following postings have been made on FBO:
DOT
United States Coast Guard (USCG)
Commandant (G-ACS), U.S. Coast Guard Headquarters
10 -- 12-Guage Shotguns
Modification 03
http://www.eps.qov/spq/DOT/USCG/GACS/DTCG23-02-Q-DTA001/listinq.html
Bureau of Engraving and Printing (BEP)
Office of Procurement
D -- PDS Software maintenance
Synopsis
http://www.eps.gov/spg/TREAS/BEP/OPDC20220/Reference-Number-02-06-30/listing.html
Air Combat Command
355 CONS
10 -- GAU-2C gun parts
http://www.eps.gov/spg/USAF/ACC/355CONS/F1710321350300/listing.html
Bureau of the Public Debt (BPD)
Division of Procurement
D -- LEASE OF FIBER OPTIC CABLE
Amendment 01
http://www.eps.gov/spg/TREAS/BPD/DP/BPD-02-CI-0020/listing.html
USA
U.S. Army Forces Command
Directorate of Contracting, Fort Lewis
10--M4Al Flip Up Lock-Up Rear Back Up Sight
Synopsis
http://www.eps.gov/spg/USA/FORSCOM/DAKF57/DAKF57-02-Q-0008/listing.html
Logistics Operations
Defense Supply Center Columbus
```

Figure 28: Notifier Links

Interested Vendors Module

Email notifications are sent out at approximately midnight for the previous day's postings. Each email notification indicates:

- Agency, Office and Location that posted the procurement notice.
- Date Posted
- Classification Code
- Title
- Type of notice posted (Synopsis, Modification, Solicitation, etc.)
- Solicitation or Reference Number
- Hyperlink to the information on FedBizOpps

Simply click on the highlighted link to go to the new information posted on FedBizOpps.

The FedBizOpps system includes the capability to join and view a published list of vendors interested in a particular solicitation. This is useful for vendors who are interested in teaming on procurement opportunities. In order to register as an interested vendor for a particular solicitation, the "Register as Interested Vendor" button must be available from the listing page for a solicitation. If the contracting officer has not enabled this service for this solicitation number, then the "Register as Interested Vendor" button will not be available. In this case, you will need to contact the point of contact listed in the synopsis for information regarding the bidder's list.



Figure 29: Listing Page

To register as an interested vendor for a particular solicitation, click on "Register as Interested Vendor" from the listing page of a procurement opportunity.



Figure 30: Interested Vendor Registration Form

Fill out the registration form, and click on "Register as Interested Vendor". You will receive a confirmation screen verifying that you are registered as an interested vendor for this solicitation. The information you submit on the registration form will be forwarded to the contracting officer responsible for that procurement notice.

Please be advised that if the contracting officer publishes the list of interested vendors, all of the information you supply in the registration form (company name, contact information, etc.) will be published on the FedBizOpps site.

Once the contracting officer has published the list, you will be able to view a list of interested vendors by clicking on the "View List of Interested Vendors" link. If this link is not available, and you are interested in obtaining information on other vendors interested in this notice, you will need to contact the POC listed in the synopsis.

Interested Vendors Module



Please Note: The Interested Vendors Module is not related to the GSA Schedule Program nor does it commit you to bidding on the opportunity. It merely informs the contracting officer that you may be interested in bidding on the opportunity.

FBO Datafeed

In addition to the FedBizOpps online system, there is also a datafeed file, available daily, for vendors to utilize. The datafeed file is posted to ftp://ftp.fedbizopps.gov/. For your convenience, a link has been provided on FedBizOpps to the datafeed file. The link, entitled "FBO Daily Synopsis Files", can be reached by going to www.fedbizopps.gov and clicking on "Vendors".

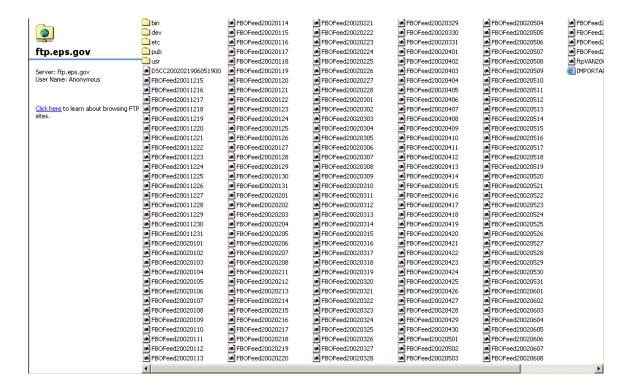


Figure 32: FBO Datafeed

Postings for the following templates are posted to the datafeed file in html format:

- Presolicitation Notice <PRESOL>
- Modification to a Previous Notice <MOD>
- Award Notice <AWARD>
- Sources Sought Notice <SRCSGT>
- Foreign Government Standard <FSTD>
- Special Notice <SNOTE>
- Sale of Surplus Property <SSALE>
- Combined Synopsis/Solicitation < COMBINE>

Please Note: Documents uploaded to FedBizOpps will not be included in the FBO Datafeed file.

To view, click on any of the datafeed files in FBOFEEDYYYYMMDD format.

Figure 33: FBO Datafeed

The daily postings will be listed in order by html tag, with Presolicitation notices listed first.

Please Note: If you are using Internet Explorer, you will need to click on "View", then "Source", to view the data properly.